

Standards and Calibration Laboratory

Records

Prepared by:

Allen L. Gauler

12/15/98

Date

Reviewed by:

Ruth M. Garcia

12/15/98

Date

Approved by:

Allen L. Gauler

12/15/98

Date

RECORDS

1.0 PURPOSE

This document describes the requirements for the storage and retention of records.

2.0 CONTROLLED RECORDS

The storage and retention of records is controlled when they provide information that may be of future value. Controlled records are listed in Appendix 1. The storage and retention of records other than those listed in the Appendix is not controlled.

3.0 RECORD CUSTODIAN

Each controlled record series is assigned a custodian. The custodian is responsible for storing and retaining these records in accordance with this procedure. The custodian for each record series is listed in Appendix 1.

4.0 RECORD STORAGE REQUIREMENTS

4.1 Hard Copy Storage

As they are created, the original hard copy versions of each record are stored in a locked file controlled by the custodian for the record series.

4.2 Image Database

The Quality Assurance Specialist is responsible for scanning Calibration Report Packages into the group's image database before storing them in hard copy form. Compact disks containing the scanned images provide convenient access to Calibration Report Packages, but are not considered to be controlled records.

4.3 Storage at the Laboratory Records Center

4.3.1 Calibration Report Packages

Calibration Report Packages for the year previous to the current year are retained in the space occupied by the group and are then packaged and sent to the Laboratory Records Center.

4.3.2 Other Documents

The current version of all other documents listed in Appendix 1 must be retained in hard copy form within the floor space occupied by the Standards and Calibration Laboratory. Superseded or obsolete documents may, at the discretion of the document custodian, be boxed and sent to the Laboratory Records Center for archival storage.

4.3.3 Disposal Instructions

When records are sent to the Laboratory Records Center, the custodian is responsible for specifying a retention period corresponding to that in Appendix 1.

5.0 RECORD RETENTION REQUIREMENTS

Appendix 1 lists the minimum retention period for each type of record covered by this procedure. The custodian may destroy records that have exceeded this period. However, records may be retained beyond these limits if desired.

APPENDIX 1: RECORD RETENTION REQUIREMENTS

RECORD SERIES	CUSTODIAN	MINIMUM RETENTION PERIOD
Team Personnel Files	Team Leader	1 year*
Team Leader's E-Mail	Team Leader	6 years
Audit Results	Team Leader	6 years
Personnel Qualification Records	Team Leader	75 years
QA Logbooks	Team Leader	75 years
Credit Card Purchase Files	Unit Leaders	3 years
Equipment Maintenance Records	Unit Leaders	6 years
Lab temperature and humidity recordings	Unit Leaders	75 years
Travel Files	Group Secretary	2 years
Purchase Requests/Orders (Reference)	Group Secretary	2 years
Group Training Records	Group Secretary	6 years
Group Correspondence Files	Group Secretary	6 years
Time and Effort Files	Group Secretary	6 years
Planning Documents	QA Specialist	Permanent
Documentation Memos	QA Specialist	Permanent
Standard Operating Procedures	QA Specialist	75 years
ES&H Documents	QA Specialist	75 years
Calibration Procedures	QA Specialist	75 years
Data Forms	QA Specialist	75 years
Automated Procedures	QA Specialist	75 years
Calibration Interval Change Request Forms	QA Specialist	75 years
Calibration Report Packages	QA Specialist	75 years

* One year after separation or transfer.

Note 1: Retention requirements equal or exceed those set by 1997 CIC-10 Records Inventory, which is included with original of this document.

Note 2: Verified/Verification Limited Calibration Forms and Calibration Plans are no longer in use at Los Alamos. These items, mentioned in the CIC-10 Records Inventory, are not listed above.